21 January 1977

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-16

SUBJECT   :   Control of Applicant Files

RESCISSION: OPM 20-12-7, dtd 3 Oct 69

1.   The Staff Personnel Division is responsible for the control of all applicant papers including letters, resumes and complete application forms. Applicant papers are received and recorded in the Correspondence and Applicant Records Branch.

2.   Complete applicant files except those of clerical candidates are sent to the Professional Staffing Branch for listing in the Skills Bank or for direct routing to interested components in appropriate circumstances. Files referred to components from the Skills Bank are under strict control and are sent with a specific return date indicated. Overdue files are listed in a delinquent files report and follow-up action is taken to have them returned. Clerical application forms are sent directly to Clerical Staffing Branch for review and action.

3.   When the review of applicant files is completed, those of applicants placed in process will form the basis of the processing file. The files not put in process are recharged from the Skills Bank or Clerical Staffing Branch to Correspondence and Applicant Records Branch for the preparation of reject letters, and are subsequently sent to Records Center where they are retained for a period of two years.

4.   Unsolicited resumes are referred by the Correspondence and Applicant Records Branch to the Recruitment Division for a determination as to whether field recruitment action or reject letters are appropriate in each case.

5.   The Chief, Correspondence and Applicant Records Branch determines appropriate action on incoming letters based upon a review of their content.

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F. W. M. Janney
Director of Personnel

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